

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
JULY 13, 2001

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, July 13, 2001, at 9:00 a.m. in the Magnolia Room of the Beau Ravage Hotel in Biloxi, Mississippi.

Members present: Donald Green, Joanna Heidel, Veldore Heidelberg, Henry Hudspeth, Jimmy Murphy, George Walker, and Lawrence Warren.

Members absent: Brenda Collins, Sara Fox, and David Marsh.

Staff in attendance: Dr. Olon Ray, Becky Cade, Dr. Larry L. Day, Deborah Gilbert, Sandra Lucas, Dr. Wayne Stonecypher, Denise Walley, Dr. Evelyn Webb, and Frankie Walton White.

Guests in attendance: Dr. Tommy Davis, East Mississippi Community College; Dr. Rick Christmas and Dr. Willis Lott, Mississippi Gulf Coast Community College; Dr. Charles Chance, Northeast Mississippi Community College; Dr. Larry Bailey, Mississippi Delta Community College; Cardell Williams, Hinds Community College; Frednia Perkins, Mississippi State Department of Education; and Dr. Bill Smith - IHL.

CALL TO ORDER

Chairman George Walker called the meeting to order at 9:15 a.m. and introduced new SBCJC Board appointee, Donald Green. All SBCJC members, staff, and visitors then introduced themselves.

PRELIMINARIES

Joanna Heidel gave the invocation.

Approval of Minutes of the June 21-22, 2001, Board Meetings

On a motion by Joanna Heidel, and a second by Henry Hudspeth, the Board voted unanimously to approve the minutes of the June 21-22, 2001, meetings.

Review and Approval of Agenda

On a motion by Jimmy Murphy, and a second by Henry Hudspeth, the Board voted unanimously to approve the agenda as presented.

EXECUTIVE DIRECTOR'S REPORT

Dr. Olon Ray joined Mr. Walker in welcoming Donald Green to the Board and announced that David Marsh, another new SBCJC appointee was unable to attend the meeting today but will be at the next meeting in Jackson. He stated that SBCJC Associate Executive Director for Accountability and Support Services, Dr. Evelyn Webb, would be contacting the new members to schedule an orientation session.

Dr. Ray also congratulated Dr. Larry Bailey on being named president of Mississippi Delta Community College.

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Dr. Ray gave the Board a report on SBCJC Director of Affiliated Activities, Dr. Randall Bradberry who suffered a mild stroke last week.

Dr. Ray gave a brief report on a recent Mississippi Authority for Educational Television (ETV) Board meeting he attended.

Dr. Wayne Stonecypher gave the Board a report on the implementation of the new SBCJC "paperless" workforce project system. The new system will allow colleges to input projects and file for reimbursements on-line. The Internet based system will expedite the project approval process.

Dr. Ray reported on a MACJC project, led by Dr. Clyde Muse, to develop a working process for dealing with teacher education in our state. He stated that 72% of the graduates of education programs in Mississippi begin their education at Mississippi's community and junior colleges. The MACJC project is seeking to find ways to enhance teacher recruitment and current curriculum.

Dr. Evelyn Webb gave a brief report on the Public Education Forum's Teacher Quality Task Force. She stated that the primary objective is to support the development of solutions to educational issues that arise in the state. Recently, the forum organized a task force of 25 people to address the teacher quality issue. The task force is divided into 3 work groups, (1) how to attract quality teachers to the state, (2) how to prepare quality teachers while they are here, and (3) how to retain those quality teachers. The task force will present recommendations to the Public Education Forum in August.

Dr. Ray gave a brief report on meetings of the Governor's Steering Committee on Higher Education he attended. Dr. Ray, George Walker, Dr. David Cole, and Dr. Starkey Morgan are serving on the committee.

Deborah Gilbert updated the Board on the schedule for the upcoming Legislative Budget Office (LBO) hearing. A tentative date of September 12, at 2:00 p.m. has been set. Mrs. Gilbert will notify SBCJC members of the meeting place at a later date.

Dr. Ray reported that Brenda Collins is continuing to recover from surgery and expressed her thanks for the flowers sent during her recovery period. Dr. Ray also stated that Sara Fox is continuing to enjoy her new role as mother to John Martin Fox.

Dr. Ray reminded the Board of the Mississippi Association of Community and Junior Colleges Trustees Meeting and announced that during the opening session at 3:00 p.m. today, he would introduce SBCJC members and staff present. He encouraged all the Board to attend.

Dr. Ray stated that IHL had requested an extension on filing a response to the Brief of Appellees in the IHL-USM Gulf Park lawsuit, currently before the Mississippi State Supreme Court. The extension was granted and IHL now has until July 16, 2001, to file a response to our last filing.

REPORTS/ACTION

Workforce Report

George Walker updated the Board on items discussed at the State Workforce Development Council meeting on July 11, 2001. Mr. J. C. Burns spoke to the Council on the important role that workforce training plays in economic development. Mr. Walker announced that "Best Practices Awards" were presented to Ashley Furniture of Pontotoc, and Itawamba Community College. The Council voted to join the SBCJC and MACJC in presenting funding needs to the Legislative Budget Office.

Mr. Walker reported that during general discussion, a report detailing plant closings in Mississippi was distributed. Joanna Heidel requested that a copy of that list be forwarded to her. Henry Hudspeth asked for it as well. Veldore Heidelberg asked how closely plant closings are monitored. Mr. Walker responded that only companies with 50 or more employees are required by law to report closings. After that report a rapid response team is organized and dispatched within 7 days to the area to aid employees. Representatives of the Mississippi State Employment Service, Mississippi Department of Human Services, local community/junior colleges, and other workforce professionals visit the plants and counsel affected employees as to services and support options including training that may be available to them.

Mr. Walker reported on a meeting he held with Bill Crawford, Chairman of the Board of Trustees for Institutions of Higher Learning, and Rowan Taylor, Chairman of the State Board of Education to discuss cooperation between the agencies in light of issues being discussed by the Governor's Steering Committee on Higher Education. Mr. Walker also stated that as a result of a summit meeting, Dr. Tom Layzell, IHL Commissioner; Dr. Richard Thompson, Executive Director of the Mississippi State Department of Education; Dr. Olon Ray, SBCJC Executive Director; and he met and agreed to have staff members attend the different agency board meetings and report on those meetings to their respective agencies. The Board Chairmen and agency Executive Directors agreed to continue to meet to promote cooperation between the agencies. Mr. Walker asked for comments from the SBCJC as to their opinion on whether or not this would be a good move for the SBCJC. Henry Hudspeth, Joanna Heidel, Veldore Heidelberg, Lawrence Warren, and Jimmy Murphy encouraged Mr. Walker's efforts to work for cooperation between the educational agencies. Mr. Green reiterated that there is no substitute for cooperation.

The community college presidents and staff in attendance, Dr. Lott, Dr. Davis, Dr. Bailey, Dr. Chance, and Dr. Christmas, agreed that working toward getting communications lines open between the agencies is very important in light of current budget restraints and limited resources available. Mr. Bill Smith, attending the meeting as a representative of IHL, and Ms. Perkins, with the State Department of Education also stated that continuing the meetings was a good idea.

Mr. Walker also urged all Board members to attend the LBO hearing set for September 12, 2001.

Goals for FY 2002

Dr. Ray asked the SBCJC Associate Executive Directors to provide an update on the progress and activities related to the for fiscal year 2002.

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On-line Workforce and Community-Based Classes/Programs

Dr. Wayne Stonecypher stated that SBCJC staff is working toward making training available to people in the area of vocational/technical courses. Also, plans include working toward being able to obtain an Associate of Applied Science Degree in Business and Office Technology and Computer Information Services.

A "request for proposal" is being prepared to obtain commercially prepared courses that could be offered that would allow people to take non-credit courses and upgrade their skills in an on-line self paced program.

Dr. Stonecypher also stated that Mississippi Gulf Coast Community College has, in conjunction with Copiah-Lincoln Community College personnel, developed and is offering an on-line GED preparation course.

Electronic Enrollment Audit Procedures

Dr. Evelyn Webb reported that on March 17, 2001, gcr and Associates, Inc., was employed to develop an automated procedure to review enrollment records to verify that state established criteria for student participation and college reimbursement are met. It is the responsibility of the Board to see that all Mississippi community and junior college students are accurately counted and that colleges are appropriately reimbursed for students' enrollment. Traditionally, these audits have been made on-site. Beginning this month, the audits will be one-line or e-audits. SBCJC staff members, Dr. Larry Day, Ray Smith, Ive Burnett and Dr. Webb, have been working closely with gcr in developing the electronic process.

Dr. Webb stated that five colleges have agreed to pilot test the e-audit process: Coahoma Community College, East Mississippi Community College, Meridian Community College, Mississippi Gulf Coast Community College, and Northeast Mississippi Community College.

Several meetings have been held with various local personnel to review e-audit challenges and to seek input. Dr. Webb stated that the new e-audit process would begin the last week of July. Upon conclusion of the five pilot e-audits, the applications and processes will be reviewed and preparations will begin for completion of the remaining audits.

GED Software that Will Provide a Reliable Statewide System of Grading and Transcription for Mississippi Citizens

Dr. Wayne Stonecypher discussed with the Board an option staff is exploring to utilize a process used by the Oklahoma Scoring Center. Utilizing this option, the SBCJC could score GED test at a cost of \$4.00 per test. The current system of scoring the GED tests on-site has been experiencing problems and this method provides a solution to the problems. The Oklahoma Center would provide test results to our office within an 8 to 10 day period. Currently the turn around time for GED scores is 4 to 6 weeks. Dr. Stonecypher stated that the SBCJC GED office would continue to issue all transcripts and diplomas.

*The meeting recessed at 10:25 a.m. and reconvened at 10:35 a.m.

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Guidelines and Funding Structure for Off-campus Locations

Dr. Evelyn Webb reported that draft copies of the most recent guidelines had been mailed to Board members and those copies had been submitted to the Mississippi Secretary of State's Office to begin the administrative procedures process.

By July 29, 2001, the spring 2001 enrollment audit figures should be finalized, and those figures will be used to run new financial spreadsheets applying the proposed guidelines to the FY 2002 appropriation. By using the 2001 enrollment with the FY 2002 appropriation the cumulative effect of (1) the "campus-center" change, (2) the inclusion of part-time vocational and technical students, and (3) the new MSVCC guidelines will be shown. These new figures will be mailed to the Board and the MACJC presidents for review and comment.

Dr. Webb also stated that a letter had been forwarded to the college presidents requesting that they inform the SBCJC of all the locations where they plan to teach classes during the fall semester of 2001. This procedure was necessary to comply with state statute and to establish a framework for clarifying locations in preparation for fall 2001 and all future enrollment audits.

Deborah Gilbert stated that next week (July 29, 2001) the spring 2001 enrollment audit figures will be finalized. Once finalized, those figures will be used to run the new financial spreadsheets applying the "Guidelines" to the FY 2002 appropriation. Being able to use the 2001 enrollment with the FY 2002 appropriation will demonstrate the cumulative effect of (1) the "campus-center" change, (2) the inclusion of part-time vocational and technical students and (3) the new MSVCC Guidelines.

Dr. Ray asked Dr. Tommy Davis to discuss key points of a presentation he gave at the last SBCJC meeting showing growth at East Mississippi Community College from 1990 through 1999. Dr. Davis discussed how the change in the guidelines and funding structure would address problems his college has experienced as a result of the growth.

Guidelines for Calculating Funding for Mississippi Virtual Community College (MSVCC) Students

Dr. Webb reported that the revised guidelines for calculating funding for MSVCC students were adopted by the SBCJC on June 22, 2001, and have been forwarded to the Mississippi Secretary of State's Office to begin the administrative procedures process. The final guidelines will be placed on the SBCJC agenda for approval at a later time. A committee comprised of Jason Pugh, Becky Cade, and Dr. Webb, is drafting a Memorandum of Agreement (MOA) that will outline the primary responsibilities of the SBCJC and each colleges' participation in the MSVCC.

EdNet

Dr. Evelyn Webb reported on an EdNet meeting held on July 6, 2001. She reminded the Board that the Governor will need to appoint a new representative from the SBCJC to fill the slot held by Yvonne Brown whose term expired June 30, 2001. Dr. Webb reported that WorldCom had withdrawn all contract proposals with EdNet. She stated that the negotiation of a settlement is pending that would allow WorldCom to be released from the current contract. EdNet President, Martin Mangold gave a detailed report on the current contract. Dr. Webb stated that in her opinion, the EdNet Board is working very aggressively and capably to complete the contract.

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negotiations. An evaluation for the worth of EdNet's 20 wireless channels is being made. Dr. Webb commended Mr. Mangold for an excellent job. She also stated that EdNet is waiting to hear from the FCC relating to the protection of the educational channel licenses.

Finance Report

Deborah Gilbert presented items from the Finance Committee agenda for action and information.

Upon a motion by Henry Hudspeth, and a second by Jimmy Murphy, the Board voted unanimously to approve the General Fund 2298 Disbursements for August and September 2001, in the respective amounts of \$5,143,632.00 each (Exhibit A).

Upon a motion by Joanna Heidel, and a second by Veldore Heidelberg, the Board voted unanimously to approve the July 31, 2001, Education Enhancement Fund Disbursement from Fund 3295, in the amount of \$833,335.00 (Exhibit B).

Mrs. Gilbert presented the Quarterly Capital Improvements Report for the Board's information (Exhibit C). No action was required.

Upon staff recommendation, a motion by Henry Hudspeth, and a second by Jimmy Murphy, the Board voted unanimously to approve a subgrant agreement with the Employment Training Division of the Mississippi Development Authority in the amount of \$91,960.00 for the purpose of enhancing the coordination efforts of the State Workforce Training and Education Act programs and the Federal Workforce Investment Act programs.

Mrs. Gilbert presented a brief overview of the work and recommendations of the SBCJC FTE Funding and Formula Committee (Exhibit D). Upon staff recommendation, a motion by Henry Hudspeth, and a second by Joanna Heidel, it was moved and unanimously adopted that the Board approve the implementation of the SBCJC committee recommendations in accordance with the following stipulations: Semester credit hours generated for summer, fall and spring semesters shall be used in computing the FTE. The gradual progression from headcount to FTE began on July 1, 2000. Because of the hold harmless provision, the first two years (FY 01 and FY 02) of the implementation period will provide funding based upon 100% Headcount Formula. In FY '03 funds will be disbursed at 75% Headcount formula and 25% FTE formula. In FY '04, funds will be disbursed at 50% Headcount and 50% FTE formula. In FY '05, funds will be disbursed at 25% Headcount and 75% FTE formula. In FY '06 and thereafter, funds will be disbursed totally on the FTE formula. It is recommended that the equal weights of 1.0 be assigned for academic, technical, vocational and associate degree nursing. Part-time vocation and technical semester credit hours generated will be included in computing the FTE. The implementation process, which began on July 1, 2000, is not contingent upon additional funding.

Mrs. Gilbert presented financial statements for funds 2291,3291 and 4300, as of June 30, 2001, for the Board's information (Exhibit E). No action was required.

Upon staff recommendation, a motion by Jimmy Murphy, and a second by Henry Hudspeth, the Board voted unanimously to approve the Mississippi Interactive Video Network Memorandum of Agreement and the SBCJC contribution of \$48,964.00 in FY 2001 Education Technology funds required to support the system (Exhibit F).

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Program Report

Upon a motion by Joanna Heidel, and a second by Donald Green the Board voted unanimously to approve a request from Mississippi State University to teach HS 1702 (Professional Seminar I), HS 2991 (Child Care Topics) for the Fall Semester of the 2001/2002 academic year; HS 2813 (Child Development I) for the Spring Semester of the 2001/2002 academic year, and HS 3202 (Child Health and Nutrition) for the Summer Term of the 2001/2002 academic year via the Mississippi Interactive Video Network, contingent upon a written release from Holmes Community College. Releases have already been received from the other colleges affected by these requests.

Appointment to the Commission on Proprietary Schools and College Registration

Upon a motion by Jimmy Murphy and a second by Lawrence Warren, the Board voted unanimously to appoint Donald Benjamin and Dr. Ross Story to serve on the Commission on Proprietary Schools and College Registration.

Travel Authorizations

George Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board meetings. No requests were presented.

OTHER BUSINESS

Donald Green stated that he had enjoyed his first meeting as an SBCJC member and pledged his support to the Board in its efforts on behalf of Mississippi's community and junior colleges.

Dr. Willis Lott announced that Mississippi Gulf Coast Community College would be hosting the annual Mississippi Association of Colleges (MAC) Conference and urged everyone to attend. The conference is scheduled for October 2001.

Dr. Evelyn Webb thanked the presidents for allowing their personnel to participate on the electronic audit committee. She reported on a June 5, 2001, meeting of college registrars and computer center directors to plan and prepare for the summer e-auditing procedures.

Mrs. Nancy Alley stated that the SBCJC is researching workforce related courses that could be offered over the MSVCC. A June 14, 2001, meeting is scheduled with vendors that could provide the courses. She asked for input from the presidents as to the type of courses that might be needed.

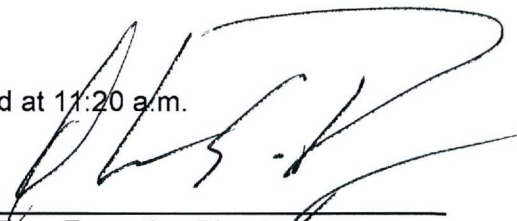
Dr. Ray reminded the Association of the SBCJC's invitation to the next meeting to offer their comments related to the changes in the funding formula and/or status in center changes. He asked that any interested party notify him by mail or e-mail in order to be placed on the SBCJC agenda.

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ADJOURNMENT

There being no other business, the meeting adjourned at 11:20 a.m.


George Walker, Chairman


Olon E. Ray, Executive Director